



**District of Columbia
Department of
Housing and
Community
Development**

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REQUEST FOR APPLICATIONS

*Neighborhood-Based Activities:
Crime Prevention Initiative*

*Community Development Block
Grants (CDBG)*

Issue Date: June 10, 2005

Closing Date: July 8, 2005



*The District Department of Housing and Community Development
pledges to foster the letter and spirit of the law for achieving equal
housing opportunity in the District of Columbia.*

***LATE APPLICATIONS WILL NOT BE FORWARDED TO THE
REVIEW PANEL***



NOTICE

PRE-APPLICATION CONFERENCE



**Neighborhood-Based Activities:
Crime Prevention Initiative
(Community Development Block Grant)**

Attendance Recommended

***WHEN: June 22, 2005
WHERE: Department of Housing and Community Development
801 North Capitol Street, NE
9th Floor Conference Room
Washington, DC 20002
TIME: 10:00 am – 12:00 pm***

***CONTACT PERSON: Lamont Lee
Department of Housing and Community Development
Residential and Community Services Division
(202) 442-7161
lamont.lee@dc.gov***



Checklist for Applications

Neighborhood-Based Activities

Community Development Block Grant

Verify that the application form and attachments conform to all instructions.

DHCD will not forward unresponsive applications to the review panel.

- ☐ The application must be printed on 8½ by 11-inch paper, landscape, on one side, using 11- or 12-point type
- ☐ Applications must observe all word limits.
- ☐ Applicants must submit the application unbound (other than binder clips per the instructions)
- ☐ The application form must have three holes punched on the top (long) margin
- ☐ The attachments package must have three holes punched in the left margins
- ☐ Applicants must provide eight (8) copies of the application (following the same format as above), plus the original with an electronic version of the application submitted on a diskette.
- ☐ Applicants must attach two original completed Receipts (see RFA Attachment C) attached to the outside of the envelopes or packages for DHCD's approval upon receipt.
- ☐ The application includes only the requested attachments (listed below)
 - Articles of Incorporation and Bylaws
 - Organizational chart
 - Board resumes
 - Staff resumes
 - Assurances (See RFA Attachment A)
 - Certifications (Lobbying, Drug-Free, etc.) (see RFA Attachment B)
 - Two Original Receipts (see RFA Attachment C)
 - IRS (501(c)(3) Tax-exempt status determination letter
 - Certificate of Good Standing from DCRA



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APPLICATION FORM

ATTACHMENTS

Attachment A Assurances

Attachment B Certifications

Attachment C Original Receipt

Attachment D List of "Hot Spots"

MAPS

Attachment D Maps of Hot Spots

Attachment E Map of CDBG-Eligible Census Tracts

**District of Columbia
Department of Housing and Community Development
Residential and Community Services Division
Request for Applications (RFA)**

SECTION 1: GENERAL INFORMATION

Introduction

The District of Columbia Department of Housing and Community Development (DHCD) receives Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) each year to develop programs, projects, and activities that promote neighborhood revitalization and provide affordable housing for the benefit of low- and moderate-income households.

As part of this effort in FY 2006, DHCD will partner with local non-profit organizations in offering and managing grants which provide Crime Prevention Initiatives in areas designated as high crime "Hot Spot" areas of the District. (See Attachment D)

For FY 2006, the Department will select organizations demonstrating in their applications that they can produce clear positive outcomes for the neighborhoods they serve. Applicants should use this application process to evidence their ability to produce positive outcomes by demonstrating that they have high project management and administrative capacity and a proven track record of delivering products and services similar to or related to those defined in the application.

Purpose of Request for Application (RFA)

The purpose of this Request for Applications (RFA) is to solicit applications for one specific Neighborhood Based Activity – Crime Prevention Initiatives. DHCD intends to ensure through this RFA process that Crime Prevention Initiatives are developed in all designated "Hot Spot" areas of the District. DHCD seeks to identify a select number of non-profit organizations to provide these services that demonstrate organizational competence, performance capacity, and responsiveness to local needs and market demand.

Award Period

Activities should be ready to start no later than October 1, 2005, and be completed by September 30, 2006. Activity work plans and budgets will be approved for one fiscal year with an option to extend the grant for up to two additional one-year periods.

Grant Awards and Amounts

DHCD plans to make available up to \$1,250,000 for Crime Prevention Initiatives in FY 2006 through this RFA.

SECTION 2: PROGRAM REQUIREMENTS & PRIORITIES

Crime Prevention Initiative Requirements

For this program, DHCD seeks well-planned, efficient, high-impact initiatives that will enhance existing crime reduction efforts in the Hot Spot locations. Examples of eligible activities are: (1) specialized community policing training for residents and businesses in Hot Spot areas, (2) formation of positive teen advisory groups from Hot Spot areas for sponsorship and conduct of a youth-based festival or other event, and (3) cultural arts training for youth in Hot Spot areas. Funding for this activity will be coordinated with the Neighborhood Services Program, the ward-specific Neighborhood Services Coordinators (NSCs), and the Metropolitan Police Department. Applicants may wish to consult with NSCs on identified needs in the various Hot Spot locations.

Grantees for the Crime Prevention Initiative are expected to conduct significant outreach and education in their approved Hot Spot areas regarding their activity and regarding crime prevention in general (including providing information about non-governmental crime prevention efforts). As a part of this effort, grantees shall maintain ongoing working relationships with service area Advisory Neighborhood Commissioners, residents, businesses, schools, libraries, and other neighborhood organizations and institutions pursuant to public hearings involving DHCD's annual planning and budget process.

CDBG Eligibility

Federal regulations have established national objectives that require that the beneficiaries of all CDBG-funded activities included under Neighborhood-Based Activities must be at least 51% low- and moderate- income persons or households. For Crime Prevention Initiatives, this objective is achieved through "area-wide benefit" (that is, by examining the incomes of residential households in the service area of activity). A map illustrating District of Columbia census tracts with 51% or more low- to moderate-income residents, thus designating the geographic areas readily qualifying as CDBG-eligible under the area-wide benefit designation described above, can be found as Attachment E to this RFA. This map is provided to give potential applicants an idea of the geographic concentrations of low- and moderate-income residents in the District, particularly for purposes of identifying eligible low- and moderate-income areas which are located outside of the designated Hot Spot areas.

Area-wide benefit need not be confined to the specific census tracts indicated on this map. The federal requirement is that the households of the entire service area for any CD-eligible activity classified as low/moderate income by way of area-wide benefit must be at least 51% low-moderate-income. If the service area for a proposed activity extends beyond the CD-eligible census tracts, then the provider of that activity must demonstrate through survey data that that service area is at least 51% low/moderate-income.

Designated “Hot Spots”

The Department is interested in applications that demonstrate targeted Crime Prevention Initiatives, which increase the overall safety of residents and businesses located in or near any of the Hot Spot areas designated as high crime areas by the Metropolitan Police Department. The precise street maps for those Hot Spot communities are provided in Attachment D. While the Department of Housing and Community Development places high priority on funding applications whose activities are geographically confined to the Hot Spot areas, DHCD will accept applications for CDBG-eligible Crime Prevention Initiatives outside of the Hot Spot areas.

SECTION 3: QUALIFICATIONS

Eligible Organizations

Applications are requested from qualified non-profit organizations that serve the residents of the District of Columbia. DHCD encourages responses from applicants that reflect the concerns of the diverse populations and cultures found throughout the District of Columbia’s CDBG-eligible communities.

Organizational Capacity

A successful applicant has the staff and board resources available to be an effective change agent in the target neighborhoods for which it is proposing activities. The applicant's overall administrative capacity as it relates to all requirements of grant management will be closely examined. Applicants will be evaluated on the basis of financial management capability, staff qualifications, administrative capability, credit- worthiness, and demonstrated understanding of all issues involved in CDBG fund administration.

The applicant must have a governing body that is broadly representative of the neighborhood being served and possesses neighborhood revitalization, legal, business administration and management skills and/or experience.

Development of a Crime Prevention Initiative will require an intensive effort involving multiple skills and expertise including effective outreach, needs assessment, project planning and implementation follow-up. The applicant must demonstrate the capacity to perform all activities required to produce a high impact Crime Prevention Initiative.

Experience

Applicants must demonstrate an understanding of the complex social and economic factors affecting the communities where they are active, provide evidence of previous accomplishments, and reveal how their efforts will effect measurable positive change.

Partnerships

Successful applicants have the capacity to leverage resources from financial, and other private and public institutions. Therefore, demonstrated working relationships with banks and other lenders, law firms, accounting firms, technical assistance providers, Federal government agencies, foundations, other non-profits, etc. are essential qualifications for grant recipients.

Performance

Proposed activities should result in measurable and observable outcomes for the indicated service areas. In addition to the number of beneficiaries, emphasis will be placed on the capacity to enhance the overall safety of the target neighborhoods. Successful applicants must be able to track and provide detailed client portfolio data, including demographics as well as performance outcomes.

Governing Body Membership

The Department prefers that the majority of the applicant organization's governing body membership (at least 51%) be from among the following categories: 1) low- and moderate-income residents of the geographic area of operation; 2) owners or senior officers of private establishments, and other institutions located in and serving its geographic area of operation; and /or 3) representatives of low- and moderate-income neighborhood organizations located in its geographic area of operation.

Basic Requirements

In addition to demonstrating capacity to carry out activities, an applicant must meet the following general eligibility requirements:

- The applicant must be a 501(c) tax-exempt organization designated by the Internal Revenue Service.
- The applicant must be certified as a non-profit organization by the DC Department of Consumer and Regulatory Affairs (DCRA).
- The applicant must be in good standing in the District of Columbia and must be current on all obligations to the District and Federal governments. (i.e., D.C., Federal and local taxes, and outstanding loans).
- The applicant must have written conflict of interest policies and procedures governing employees and board members in regard to the award and administration of contracts and other financial interests and benefits. These procedures must include the retention of Conflict of Interest declarations executed by each employee and board member.
- Applicants and potential applicants are notified that all submissions related to this Request for Applications process are subject to the requirements of the District of Columbia Freedom of Information Act of 1976 (DCFOIA); Pub. L. 614, D.C. Code 2-531 et seq after the date of grant award.

- All programs receiving funding under this RFA must comply with all applicable Federal and State laws which provide for accessibility for people with disabilities, including, but not limited to, the following laws and regulations:

(1) D.C. Law 3-76: *District of Columbia Architectural Barriers Act of 1980, Sec 1500.1 et seq.* states in part, "... all buildings, structures, and premises which are used by the general public and which are regulated by this Code be made accessible to physically handicapped persons."

(2) The Architectural Barriers Act, as Amended (42 U.S.C. §4151 *et seq.*) is an Act to insure that certain buildings financed with Federal funds are so designed and constructed as to be accessible to the physically handicapped.

(3) Title III, American With Disabilities Act (ADA), 28 CFR Part 36, Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities.

The applicant's site of business must be accessible or have a plan to be in compliance within ninety (90) days after execution of the grant.

SECTION 4: SELECTION PROCESS

Part 1. Organizational Profile and Capacity -- 100 points

Criterion	Points Available
Staff— <ul style="list-style-type: none"> the application describes an organizational staff possessing skills and experience appropriate to the organization's mission and activities. 	10
Board— <ul style="list-style-type: none"> the application evidences a governing body comprised largely of community stakeholders (at least 51%), and including individuals possessing a wide range of knowledge and experience related to community development and crime prevention the application describes a governing body that is active in advancing the goals of the organization 	5
	10
Management— <ul style="list-style-type: none"> the application evidences the financial stability of the organization the application describes organizational systems currently in place to manage finances, information, and administrative functions the application demonstrates the organization's ability to assemble the monetary resources necessary to undertake complex community development activities 	10
	10
	10
Experience— <ul style="list-style-type: none"> the application evidences the organization's experience in successfully implementing outcome-based community development activities the application demonstrates the organization's ability to evaluate activity outcomes the application demonstrates the organization's ability to manage and evaluate activity progress the application demonstrates the organization's ability to identify and resolve organizational challenges 	20
	5
	10
	10
Total	100

Part 2. Community Needs & Applicant Proposed Response -- 100 points

Criterion	Points Available
<ul style="list-style-type: none">the application presents data and cogent analysis about service area conditions, trends, and attitudes	15
<ul style="list-style-type: none">the application describes a reasonable and well-developed proposal for the implementation of a Crime Prevention Initiative in one or more Hot Spot areas	30
<ul style="list-style-type: none">the application describes the organization's experience in successfully implementing activities similar to that proposed	20
<ul style="list-style-type: none">the application identifies proposed outcomes and the total budget necessary to achieve those outcomes	20
<ul style="list-style-type: none">the application describes how the organization leverages resources to support and enhance outcomes	15
Total	100

Review Panel

The review panel for this RFA is composed of neutral, qualified, professional individuals who have been selected for their unique experiences in the community, in public service, and in public safety.

When the review panel has completed its evaluations, in general, the panel will make recommendations for awards based on the highest combined scores for Parts 1 and 2 of the application. The Department and Review Panel will determine together minimum thresholds for each of Part 1 and Part 2 which must be met in order for an applicant to be awarded funding. The process of evaluating applications may require applicants to make an oral presentation before the panel and/or require the panel to conduct a site visit of the applicant's facility.

Decision on Awards

The recommendations of the review panels are advisory only and are not binding on the Department of Housing and Community Development. The final decision on awards vests solely with the District of Columbia DHCD.

After reviewing the recommendations of the review panels and any other information considered relevant, the Department Director will decide which applicants to award funds to and the amounts to be funded. Disbursements of awards are contingent on receipt of federal award.

Nondiscrimination in the Delivery of Services

The applicant must comply with federal and local laws which prohibit discrimination in the delivery of program and services, including, but not limited to, the following laws and regulations:

- 1) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.) - Prohibits discrimination on the basis of race, color or national origin in programs and activities receiving federal financial assistance.
- 2) Section 109 of Title I of the Housing and Community Development Act of 1974 (24 CFR Parts 6,180,570)– No person on the basis of race, color, national origin, sex or religion, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with community development funds.
- 3) The Age Discrimination Act of 1975 (42 U.S.C. 6101-07)– Prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance.
- 4) Section 504 of the Rehabilitation Act of 1973 (24 CFR Part 8), as amended provides that "No otherwise qualified individual with handicaps in the United States ...shall solely by reason of his handicap be excluded from the participation in be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal financial assistance...".

Post-Selection

The applicant whose proposal is approved for funding will be required to enter into a grant agreement with DHCD for implementation of the funded activity. This agreement will include provisions that will ensure compliance with federal and District laws and regulations and define the terms of the disbursement of funds.

Prior to execution of the grant agreement, the successful applicant will meet with DHCD staff to reach consensus on crafting the specific activities that will be undertaken under the grant agreement so that the applicant's mission, community needs, and District Government priorities are addressed. This effort will result in the detailed work plan, outcome measures, and budget that will become part of the grant agreement.

Upon execution of the grant agreement, which is anticipated to be no later than October 1, 2005, the grantee will receive the first scheduled fund disbursement.

In accordance with Federal and District requirements, DHCD will conduct evaluations of its grantee's use of the CDBG funds. The review objectives will include financial management and accountability, internal control structure, regulatory compliance, and program performance. The reviews may also include scheduled or unscheduled site visits. Accordingly, a grantee will be required to make available to DHCD all information and records necessary for the completion of its evaluation.

Contact Person

For further information, please contact:

Lamont Lee, Community Services Manager
Residential and Community Services Division
Department of Housing and Community Development
801 North Capitol Street, NE, 6th Floor
Washington, DC 20002
202-442-7161
202-442-7089
Lamont.Lee@dc.gov

SECTION 5: APPLICATION INSTRUCTIONS

Format

There are three parts to the application package:

- Part 1 of the application form
- Part 2 of the application form
- Electronic version of application on diskette
- Attachments

The attached application form is available in MSWord format from the DHCD website at <http://www.dhcd.dc.gov>. While not recommended, the form may be completed by hand.

Internet

Applicants who obtained this RFA through the Internet are asked to provide the Residential and Community Services Division with the following:

- Name of organization
- Key contact
- Mailing address
- Telephone and fax numbers.

This information is requested so that the applicant can receive updates and/or addenda to the RFA.

Application Form Instructions

The form is a series of Word generated tables. Enter requested data in the cells where indicated. Word/page counts are identified for questions requiring narrative responses. Do not exceed the stated limit.

The completed form should be printed out in landscape format **one side, on 8½ by 11-inch paper** with three holes punched (i.e., with a standard 3-hole punch) at the top (long) edge.

Margins must be no less than one inch and a minimum font size of 11-point is required (New Times Roman, Courier, or Arial Narrow type recommended). Pages **MUST** be numbered. **The review panel will not review applications that do not conform to these requirements.**

The pages of Part 1 and Part 2 of the application should be attached separately with binder clips and then bound together with an additional binder clip.

Application packages should have:

- No binding or covers
- No staples
- No graphics
- No attachments other than those requested

Required Attachments

The following attachments to the completed form are required:

Articles of Incorporation and Bylaws
Organizational Chart
Board Resumes
Staff Resumes
Assurances (RFA Attachment A)
Certifications (Lobbying, Drug-Free, etc.) (RFA Attachment B)
Two Original Receipts (RFA Attachment C)
IRS (501(c)(3) Tax-exempt status determination letter
Certificate of Good Standing from DCRA (obtained within the past three months)

The attachments package should be arranged in the order items are listed with three holes punched (i.e., with a standard 3-hole punch) and attached with a binder clip. The entire package should then be attached to Part 1 of the application form with an additional binder clip.

Applicants may obtain the Certificate of Good Standing at DCRA's One-Stop Business Center located in Room 1100 at 941 North Capitol Street, NE; the certificate may be requested by mail to Ms. Regina Dobbins, DCRA Corporations Division, 941 North Capitol Street, NE, Washington, DC

20002. There is a \$20 fee for the certificate. For additional information, call the Corporations Division at (202) 442-4432.

Multiple Submissions

Applicants may propose to provide more than one Crime Prevention Initiative activity, or they may propose to provide a particular activity in more than one CD-eligible area. If applicants choose to do so, they must complete Part 2 of the application form separately for each activity and area. There is no limit on the number of Part 2 applications submitted. Part 1 of the application form and the attachments package should be completed only once per organization.

Pre-Application Conference

The Pre-Application Conference will be held June 22, 2005, from 10:00 am to 12:00 pm, at the Department of Housing and Community Development, 801 N. Capitol Street, NE, 9th Floor Conference Room, Washington, DC, 20002.

Explanations to Prospective Applicants

Applicants are encouraged to call, mail or fax their questions to the contact person listed above on or before June 30, 2005. Questions submitted after the deadline date will not receive responses. Please allow ample time for mail to be received prior to the deadline date.

Resources

For more information about the Department of Housing and Community Development, please visit: <http://www.dhcd.dc.gov>

Information regarding federal regulations which apply to Community Development Block Grants can be found on the US Department of Housing and Urban Development website: <http://www.hud.gov/offices/cpd/communitydevelopment/library/deskguid.cfm>; and <http://www.hud.gov/offices/cpd/communitydevelopment/programs/entitlement/entitlementcommunityfacts.cfm>

Circulars A-110 and A-122 detailing federal spending requirements are available from the US Office of Management and Budget: <http://www.whitehouse.gov/omb/circulars/a110/a110.html>; and <http://www.whitehouse.gov/omb/circulars/a122/a122.html>

A wide range of information regarding community development issues and funding opportunities can be found at: <http://www.knowledgeplex.org>

SECTION 6: APPLICATION SUBMISSION

Application Identification

A total of nine (9) applications (nine sets of both Part 1 and Part 2 of the application); an electronic version with both parts on one diskette; and the attachments package are to be submitted in an envelope or package. Attachment C should be affixed to the outside of the envelope or package. **Of the nine (9) applications, one (1) application must be an original. DHCD will not forward the application to the review panel if the applicant fails to submit the required eight (8) copies, plus one (1) original.**

Telephonic, telegraphic and facsimile submissions **will not be accepted.**

Application Submission Date and Time

Applications are due no later than 4:00 p.m., on July 8, 2005. All applications will be recorded upon receipt. Applications **submitted at or after 4:01 p.m., July 8, 2005** will not be forwarded to the review panel. Any additions or deletions to an application will not be accepted after the deadline.

The eight (8) applications, plus the original and diskette, **must be** delivered to the following location:

Department of Housing and Community Development
Residential and Community Services Division
801 North Capitol Street, NE
6th Floor
Washington, DC 20002
Attention: Lamont Lee

Mail/Courier/Messenger Delivery

Applications that are mailed or delivered by Messenger/Courier services **must be** sent in sufficient time to be received by the deadline at the above location. Messenger/Courier services delivering applications at or after the post dated time **will not be accepted.**

*****Late Applications Will Not Be Forwarded To The Review Panel*****

Notice of Non-Discrimination

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code Section 2-1401.01 et seq. (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.